

# Procurement Card Transaction Review

## Victory Villa Elementary School

### Cardholders and Approving Officials Reviewed:

Cardholder Title	Approving Official Title
Assistant Principal	Principal
Administrative Secretary	Principal

**Period Reviewed:** March 16, 2020 to July 6, 2020.

### Summary:

Internal Audit selected and reviewed 19 of the 44 transactions made in the period under review. Based on inquiry of the approving official we determined:

- if purchase was approved,
- if documentation was retained,
- a description of the purchase(s), and
- the location of the item(s) purchased.

### Results:

Category	Total Expenditures	Purchase Approved	Documentation Retained	Location of Item
Classroom Supplies	\$ 2,200.71	Yes	Yes	BCPS Property & Employee Residences

**\$2,200.71**

**Conclusion:** Based on the description provided by the approving official, we determined that the purchases were reasonable and were used for essential services and continuity of instruction and operations.